

Application Checklist

A. Information / Documents that must be submitted¹ :

- (i) A detailed application letter clearly identifying the property² concerned, the variations being sought in respect of any terms and conditions of the existing lease conditions including the modification of any restrictions and development parameters included in the existing lease conditions (e.g. proposed user, maximum gross floor area, site coverage, number of storeys/building height, etc.)
- (ii) A copy of an up-to-date location / site plan on an appropriate scale (normally 1:1000) showing the property.
- (iii) A copy of the Town Planning Board approval letter for the proposed development, if applicable.
- (iv) A copy³ of a computer printout containing the current ownership particulars of the property.
- (v) If submitted by an agent, a written authorization from the principal who should be the registered owner or a prospective purchaser⁴ of the property.
- (vi) If submitted by a prospective purchaser⁴, a written consent from the registered owner.
- (vii) If submitted by an individual applicant, a written confirmation that he has read and understood the Note on Use of Personal Information Required in the Application at Appendix III to Land Administrative Office Practice Note No. 2/2023 and that he consents to disclosure of his personal data to other Government bureaux or departments for the purpose of considering and processing his application.

B. Information / Documents that will facilitate the processing of the application :

- (viii) An extract copy of the relevant Outline Zoning Plan (together with the explanatory notes, as appropriate) showing the property.
- (ix) For application involving portion(s) of a lot, or sub-divisions of any lots, to help expedite the verification of site areas and site boundaries, all relevant assignment plans or Deed Poll plans should be provided together with any relevant information relating to the delineation of the boundaries of these sub-divisions.
- (x) Sketch plans illustrating the proposed development, if available.

- (xi) Copies of any approved submissions by other relevant authorities relating to the development proposal or other relevant study assessment reports, if available (e.g. Approved Master Layout Plans under the Town Planning Ordinance, Environmental /Traffic / Drainage Impact Assessment Reports etc.)

Notes :

- 1 Please put a tick in the relevant box if applicable unless otherwise specified; and delete as appropriate.
- 2 Property includes all lots involved in a lease modification or land exchange application.
- 3 The copy of the computer printout should be certified by the Land Registry or by the solicitor acting for the applicant. Certification of the documents should be done not more than one month before submission of the application. Either hard copy or soft copy of the said document is acceptable.
- 4 A prospective purchaser is an intending purchaser under an existing Agreement for Sale and Purchase registered in the Land Registry.